

**MINUTES-REGULAR MEETING
CITY OF GODDARD
118 NORTH MAIN, GODDARD, KANSAS
MONDAY, OCTOBER 20, 2014**

The Goddard City Council met in a Regular Session at Goddard City Hall on Monday, October 20, 2014 at 7:00 p.m. with Mayor Marcey Gregory presiding. Councilmember Zimmerman provided the invocation. Council members present were Larry Zimmerman, Clayton Applegate, Chris Hahn; and Jamey Blubaugh. Councilmember Torske was absent.

Also present were: Brian Silcott, City Administrator; Teri Laymon, City Clerk; Justin Givens, Community Development Director; Sam Houston, Police Chief; Tylor Struckman, Public Works Operations Manager; Matt Lawn, City Treasurer; and Harlan Foraker, City Engineer.

APPROVAL OF THE AGENDA

MOTION: Councilmember *Zimmerman* moved to approve the agenda.
Councilmember *Applegate* seconded the motion. The motion carried unanimously.

CITIZENS' COMMENTS

Tim Welicky, 18747 W. Maple, commented on the inability to drive golf carts on City Streets. Welicky stated that he sold Mr. and Mrs. Pinkerton their home at 106 North Spruce. Welicky said when they purchased their home they were unaware that it is illegal to drive Golf carts on the roadways and it is Mr. Pinkerton's only means of transportation. Welicky asked the Council to consider amending the Ordinance to allow golf carts.

Staff was directed to conduct a study on the topic and report back to the City Council within 30 days.

Fred Pinkerton, 106 North Spruce, stated that after having a stroke he is not able to drive a car. Pinkerton said he would like to be able to drive his golf cart to the post office, the Church, and to area restaurants when his wife is away.

Bentley Blubaugh, 2226 Eastridge Court, spoke in favor of being able to drive golf carts and Cushman's on City Streets.

Richard Rose, 513 North Spruce, suggested conducting a study of traffic of the children that are leaving schools. Rose stated that by getting an overview of the traffic patterns, some of the pathways could be consolidated and put the children out of harm's way.

Brian Silcott responded that this kind of study would require the School Districts collaboration and the City has attempted to get this information, which is required for the Safe Routes to Schools Program, for several years. Silcott assured Mr. Rose that the City will continue to attempt to obtain information from the School District.

Silcott added that the City is also in the process of conducting a comprehensive sidewalk assessment.

CONSENT AGENDA

The City Clerk submitted for approval, the minutes of the regular meeting dated October 6, 2014, and three lists of accounts payable totaling \$372,844.21.

MOTION: Councilmember *Blubaugh* moved to approve the consent agenda as presented. Councilmember *Zimmerman* seconded the motion. The motion carried unanimously.

PARK ADVISORY BOARD ORDINANCE

Brian Silcott, City Administrator stated the Governing Body reviewed and commented on the current Park Advisory Board language during the October 6, 2014 regular meeting and said that the Park Board has been inactive for more than 15 years. Silcott explained that the City's Strategic Plan contains several action items related to amenities and entertainment, parks and recreation, and community aesthetics that will be the responsibility of the Park Board to carryout. The Governing Body has identified in the 2014-15 Capital Improvement Plan several million dollars for park and pathway projects, which will require the work of the Park Advisory Board. Silcott added that the City is also working toward becoming a Tree City USA, which will also be the responsibility of this board.

Silcott said the proposed ordinance repeals Ordinance 243 and creates an advisory board of five members, each serving a three-year term. Silcott reviewed the terms and duties of the board.

Silcott added that the ordinance will also require compliance with Kansas Open Meeting Act (KOMA) and will require the posting of meeting minutes and agendas at least 10 days prior to meetings.

Silcott said that a special revenue line item would be created in the special parks and recreation fund for donations, which would 100% tax deductible.

Thereupon an Ordinance was submitted entitled:

AN ORDINANCE ESTABLISHING A PARK ADVISORY BOARD, SPECIFYING ITS DUTIES AND OPERATION, AND REPEALING EXISTING ORDINANCE NO. 243

MOTION: Councilmember *Blubaugh* moved to waive the reading of the ordinance. Councilmember *Hahn* seconded the motion. The motion carried unanimously.

MOTION: Councilmember *Blubaugh* moved to adopt said ordinance. Councilmember *Hahn* seconded the motion.

Roll Call Vote: Zimmerman-Yes, Applegate-Yes, Hahn – Yes, Blubaugh-Yes

Thereupon, the Mayor declared said Ordinance duly passed and the Ordinance was then duly numbered Ordinance 763. The Ordinance was directed to be published one time in the official newspaper.

RECEIVE AND FILE REPORT ON 2014-15 WINTER WEATHER PREPARATION AND RESPONSE

Brian Silcott stated that the goal of Goddard's winter storm response operations is to reduce the impact of snow and ice on City roadways. Silcott explained that the City uses two different methods to achieve the goal. The first is by taking a proactive approach to controlling snow & ice on City roadways and the other is the actual storm response. Silcott explained that when a winter weather event is anticipated City Crews utilize salt brine to pre-treat the roadways.

Silcott said the City has an information webpage for winter weather preparation under the Public Works department webpage that includes local and regional weather and road conditions as well as a City of Goddard snow route map and winter weather preparation and response overview.

Silcott added that the snow route map illustrates the City's priority roadways. Major Arteries are color coded blue and given first priority. Once Major Arteries are passable the focus shifts to Primary Routes. Primary Routes are color coded red and given second priority. Once all Major Arteries and Primary Routes are passable Public Works crews then focus on Secondary Routes, which are color coded green.

Silcott stated that staff will be utilizing the Ever Bridge Notification System for information on the snow routes.

Tylor Struckman, Public Works Operations Manager reviewed the annual Columbus Day dry run. Struckman stated staff started a week earlier by examining the Dump Trucks and greased and lubed all the pertinent parts. Struckman said the blades and spreaders were attached in preparation of the dry run. On Columbus Day every Public Works employee participated in the dry run. Struckman said even though the blades were raised, the run is good for depth perception and knowing where to turn around.

CONSIDER VACUUM RENTAL FOR WATER DEPARTMENT

Tyler Struckman stated that in 2013 Public Works exercised approximately 125 water valves in our water distribution system as part of the valve-exercising program. Staff used the City's valve exerciser and rented a Vermeer vacuum machine to clean out the valve wells before we exercised the valves. The vacuum proved to be very efficient and made it easy to get the valve exerciser wrench down into the valve wells to exercise the valves.

Struckman informed the Council that for the 2014 valve-exercising program staff is planning to exercise the valves in Elk Ridge, Spring Hill, and St. Andrews starting on November 3, 2014. Struckman recommended again renting a vacuum machine from Vermeer Equipment to clean out the valve wells of the approximately 100 valves in these subdivisions. The proposed trailer-mounted machine is a Vermeer machine with a 500-gallon capacity spoils tank, 300-gallon capacity fresh water tank, 1000 cfm suction capacity, with reverse flow and hydraulic dump and doors.

Struckman said the cost to rent the vacuum is \$1,200 per week or \$3,600 per month. Renting it for two weeks only would cost \$2,400 and if it were needed for an additional third week, it would cost the same amount as to rent it for a full month. Struckman recommended allocating the expenditure to line Item 20-830-6450 Water Utility-Collection and Transmission-Rents and Leases Equipment.

MOTION: Councilmember *Applegate* moved to approve the rental of the vacuum for one month not to exceed \$3,600.00 and to allocate the expenditures as recommended. Councilmember *Hahn* seconded the motion. The motion carried unanimously.

REVIEW AND COMMENT ON CUSTODIAL SERVICES RFP

Brian Silcott provided a background on the current custodial services who clean the Library, Community Center, and City Hall two times a week. The cleaning services cost \$575.00 per month.

Silcott said staff has put together a draft RFP that can be sent out to cleaning companies. This bid would help specify more clearly, what is expected when cleaning the municipal buildings. The bid also increases the number of cleanings from twice a week to three times a week at the library and at City Hall. Silcott added that quarterly carpet cleanings were included in the RFP.

Silcott said it is likely that raising the level of service will cause bids to come in higher than what the city is paying now.

Councilmember Zimmerman asked to request two separate bids with one being only two cleanings per week.

MOTION: Councilmember *Hahn* moved to authorize staff to send out an RFP for custodian services. Councilmember *Applegate* seconded the motion. The motion carried unanimously.

RECEIVE AND FILE 3RD QUARTER DEPARTMENT AND FINANCIAL REPORTS

Teri Laymon, City Clerk reviewed the City Clerk third quarter report.

Justin Givens, Community Development Director reviewed the Community Development third quarter report.

Tylor Struckman reviewed the Public Works third quarter report.

Sam Houston, Police Chief, reviewed the Police Department third quarter report.

Matt Lawn, City Treasurer, reviewed the quarterly financial report

CITY ADMINISTRATORS REPORT

Brian Silcott reviewed the following City Administrator's Report dated October 20, 2014.

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of October 20th
Date: October 20, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note, which are currently underway.

STAR Bond: Director of Community Development Justin Givens and I are working with the master developer and principal component developers to develop a site plan and to coordinate a development timeline for the hotel, natatorium, and ball fields. We are also working to secure additional businesses to the district.

183rd & Kellogg (North) Intersection: I continue to hold out hope to have this intersection milled down during the 2014 calendar year. It has been surprisingly difficult to locate a contractor who can schedule the work this fall.

Purchase Policy Update: A draft purchase policy update was to be presented for review and comment this evening. This item will be presented for review and comment at the November 3rd regular meeting. The draft plan consolidates the purchase card policy and the purchase policy.

Position Description & Pay Ranges: A comprehensive position description and pay plan was to be presented for review and comment at this meeting. I did not feel as if I had sufficient time to digest the documents so the matter was differed one meeting. It will be presented at the November 3rd regular meeting for review and comment with adoption occurring later in November or early December. The pay ranges presented are based on the average ranges of all first tier metro cities.

Turn Lane Striping: Public Works crews will be working on striping travel lanes on Thursday (10/23). The City's social media outlets will be a local version of "Give'em a Break" pushing roadway awareness for work crews.

Comprehensive Plan Update: The Planning Commission is meeting October 9th to review the final draft to the Comprehensive Plan update, which is slated for approval by the Planning Commission at their November 13th regular meeting. The City Council will likely consider formal at the November 17th Planning Commission meeting.

Zoning Code Update: The Planning Commission will also consider an update to the zoning code. This will occur at the Planning Commission's December 11th regular meeting with the City Council considering the item at the December 15th regular meeting.

Comprehensive Financial Policy: Staff has substantially complete a comprehensive document that encapsulates the entirety of all City financial policies and practices into one document. The purpose of this document is create an easy to access go to source for questions that citizens, elected officials and staff may have on a particular financial matter. This document will presented at the November 3rd regular City Council meeting for review and comment. Staff will request adoption of this document at the November 17th or December 1st City Council meeting.

Water Conservation Plan: This item is scheduled for action in December of this year but at the request of KDHE and the Water Office, the document will presented at the November 3rd regular meeting. This is a standard document that should be updated every five years or when the water distribution system has a significant change in its operations. The installation of the 16" water supply coupled with the recent addition of the 500,000 water storage ground tank qualifies as such. Because this document is routine in nature Staff will request adoption when presented.

Master Fee Schedule: The City Council reviewed the list of fees and directed staff to construct a comprehensive document detailing a comprehensive listing of all administrative fees. This document will be presented for review and comment at the November 17th regular meeting with adoption occurring at the December 1st regular meeting.

Playground Equipment Dedication: Please select a day & time for the playground equipment dedication.

Upcoming Events

Regular City Council Meeting, November 3rd at 7pm at City Hall.

Library Board Regular Meeting, November 10th at 7pm in the Library.

Planning Commission Regular Meeting, November 13th at 7pm at City Hall.

Municipal Court Trail Docket, November 17th at 1pm at City Hall.

Regular City Council Meeting, November 17th at 7pm at City Hall.

Municipal Court Arraignment Docket, November 25th at 7pm at City Hall.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator

GOVERNING BODY COMMENTS

Councilmember Hahn thanked staff for the quarterly reports.

Mayor Gregory announced that there would be a monthly employee birthday lunch this Thursday at Noon.

Mayor Gregory shared that she went to a round session at the League of Kansas Municipality and said she learned that citizens in a small town like special events.

EXECUTIVE SESSION

MOTION: Councilmember *Blubaugh* moved to recess into executive session, to include the City Administrator, the Community Development Director and the Assistant to the City Administrator. The open meeting will reconvene in the City Council Chamber at 9:25 p.m. The motion was seconded by Councilmember *Hahn*. The motion carried with unanimously.

*The City Council recessed into Executive Session at 8:45 p.m. and reconvened at 9:25 p.m.
Mayor Gregory announced that no binding action was taken in executive session*

ADJOURNMENT

MOTION: Councilmember *Blubaugh* moved to adjourn the regular meeting. Councilmember *Applegate* seconded the motion. The motion carried unanimously.

*Meeting adjourned at 9:25 p.m.
Teri Laymon, City Clerk*